
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: All Interested Parties

FROM: Training Section, Assessment Division

DATE: January 23, 2012

RE: 2012 Level 1 and 2 Assessor Appraiser Certification Examinations

The objective of the Level 1 and Level 2 examinations is in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The examination will test practical applications used in the performance of the duties associated with the office.

The examinations are open to all at no charge. However, in accordance with IC 6-1.1-35.5-7, “a person who is successful on the level one examination may apply for and take the level two examination.” Therefore, you must take the examinations in order and the examinations cannot be taken on the same day. You must preregister for the examinations.

The 2012 Level 1 and 2 Tutorial and Examinations use the 2011 Real Property Assessment Manual and Guidelines and the five 2012 PowerPoint Level 1 and five 2012 PowerPoint Level 2 Tutorial Courses and Review Materials problems that you download to your computer from our website at <http://www.in.gov/dlzf/7533.htm>. **Electronic devices such as laptops, cell phones, iPads, etc... will NOT be allowed during the examinations.**

If you need help printing a handout copy of the tutorials, please contact Donna Bratcher at the DLGF at 317-233-0166.

In order to answer some of the questions you will have to work problems similar to those worked during the tutorial. The examinations will consist of 50 multiple-choice questions of two points each. Passing grade is 70 points.

The proctor for the examination will not answer questions regarding the Level 1 and 2 materials prior to the start of the examination. Please contact DLGF staff prior to examination day with any questions regarding the course materials at Level1@dlzf.in.gov or Level2@dlzf.in.gov.

The examination will run five (5) consecutive hours from the beginning of the examination at approximately **10:00 am**, but will end no later than **3:00 pm** local time. You will be asked to provide a photo ID when you arrive. During the examination, there will be no breaks, although you will be allowed to leave the room for rest room breaks or to get a snack or drink.

You MUST **preregister** using the form below no later than 1 week prior to the examination. You may register for both examinations, but on different dates, on the same registration form. A minimum of five (5) registrations must be received or the examination will be cancelled. Registrants will be notified by email if the examination is cancelled.

Special Accommodations

If you have a physical impairment that will require special accommodations, we ask that you give us advanced notification. Please contact Barry Wood, Director Assessment Division, by email or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

What to Bring With You

For Level 1:

Since the exams are open book you should download, print and bring the five sections of the **2012 tutorial**: Level 1 Cost Approach, Level 1 Income Approach, Level 1 Neighborhood Factor, Level 1 Personal Property, and Level 1 Sales Comparison Approach. Also, bring property record cards and review problems printed from the website Review Materials section that you worked during the tutorial, a **2011** Real Property Assessment Manual & Guidelines, pencils or pens, calculator, a ruler, & scrap paper. **Electronic devices such as laptops, cell phones, iPads, etc... will NOT be allowed during the examinations.**

For Level 2:

Since the exams are open book you should download, print and bring the five sections of the **2012 tutorial**: Level 2 Golf Course, Level 2 Income Approach, Level 2 Personal Property, Level 2 Sales Comparison Approach, and Level 2 Cost Approach. Also, bring property record cards and review problems printed from the website Review Materials section that you worked during the tutorial, a **2011** Real Property Assessment Manual & Guidelines, pencils or pens, calculator, a ruler, & scrap paper. **Electronic devices such as laptops, cell phones, iPads, etc... will NOT be allowed during the examinations.**

2012 Level 1 & 2 Exam Registration Form

Name: _____

Your work title: _____

Employer: _____ Date of Birth: _____

(Please circle one)

Mailing Address: Home or Business _____

City, State, Zip: _____

County: _____ Township: _____

Phone: (Daytime) _____ (Home) _____ (Cell) _____

E-Mail Address: _____

(Confirmations will only be sent via email, one week prior to exam date)

Please email this form to Donna Bratcher dbratcher@dlgf.in.gov

Or fax: 317-232-8779

Level 1	Level 2	Date	Location
		March 5	Columbus, Bartholomew County Building
		March 5	Indianapolis, IN Gov't Center South Conference Center
		April 23	Evansville, Ivy Tech
		April 23	Indianapolis, IN Gov't Center South Conference Center
		June 4	Indianapolis, IN Gov't Center South Conference Center
		June 4	Valparaiso, Ivy Tech
		July 16	Columbus, Bartholomew County Building
		July 16	Indianapolis, IN Gov't Center South Conference Center
		August 21	Indianapolis, IN Gov't Center South Conference Center
		October 15	Fort Wayne, Ivy Tech
		October 15	Indianapolis, IN Gov't Center South Conference Center
		December 3	Indianapolis, IN Gov't Center South Conference Center

Exam Locations

Columbus

Bartholomew Co Building

440 Third Street

County Council Room, 4th Floor

Columbus, IN 47201

Park at lot west of McDonalds, between 2nd & 3rd and Franklin & Lafayette Streets.

Evansville

Evansville Ivy Tech

3501 N First Avenue

Evansville, IN

Plymouth

Marshall County Building

112 W Jefferson St, Room 207

Plymouth, IN 46563

(574) 935-8545

Directions: Coming from either west or east: Take US 30 to Plymouth, turn South on SR 17 exit (Michigan Street). Go south about 1 mile to Jefferson Street, turn right and the building will be on the right. Coming from the north or south: Take US 31 to US 30 and go west on US 30 to the Plymouth (SR 17) exit. Once you get off on SR 17, follow the directions above.

Indianapolis

Indianapolis, Indiana Government Center South Conference Center

302 W Washington St

Indianapolis, IN 46204

317-233-0800

Students must find their own parking. There are many parking garages around the Indiana Government Center with variable costs. You can check these out at the following links:

<http://www.in.gov/idoa/2428.htm> or http://www.indydt.com/parking_results.cfm

PLEASE NOTE: Prepare and allow extra time for entering the Indiana Government Center South Building through the West Washington Street Entrance. Please be aware that to facilitate weapons restrictions at Indiana Government Center (IGC) North and South, as of July 21, 2008, the public must enter IGC buildings through a designated public entrance. The entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police

Valparaiso**Valparaiso Ivy Tech**

3100 Ivy Tech Drive

Room D119

Valparaiso, IN 46383

Fort Wayne**Fort Wayne Ivy Tech North Campus**

Student Life Center

4900 Saint Joe Road

Fort Wayne, IN 46835

260-480-2095

<http://www.ivytech.edu/fortwayne/campuses/north-campus.html>

<http://www.ivytech.edu/fortwayne/campuses/pdfs/IvyTechNE-Coliseum-North.pdf>

<http://www.ivytech.edu/fortwayne/campuses/pdfs/StudentLifeCenter.pdf>

From I-69:

Take exit 112A. Go south on Coldwater Rd. to Coliseum Blvd (Highway 930/SR 30). Turn left (east) onto Coliseum Boulevard, go past the Allen County Memorial Coliseum, and over the St. Joe River. Follow to Crescent Ave. which is at the second stop light past the Memorial Coliseum. Turn left onto Crescent Ave. and follow to St. Joe Rd. Turn left onto St. Joe Rd. and follow to your next light, Dean Dr. Turn right onto Dean Dr., and the North Campus of Ivy Tech Community College-Northeast will be on your left.

From I-469:

Take IN 37, exit 25 toward Fort Wayne. Follow IN 37 (turns into Stellhorn Rd.). At the St. Joe Rd./Stellhorn Rd. intersection, turn right onto St. Joe Rd. and follow to your next light, Dean Dr. Turn right onto Dean Dr., and the North Campus of Ivy Tech Community College-Northeast will be on your left.